

TIP CHANGE AND PROJECT GROUPING PROCEDURES

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The *Transportation Improvement Program (TIP)* is "a staged, multi-year, intermodal program of transportation projects covering a metropolitan planning area which is consistent with the metropolitan transportation plan and developed pursuant to 23 CFR 450.104" (*SIP*). Each year of the program is financially constrained. No change to the *TIP* will be considered that violates the fiscal plan.

The project selection procedure for the northeastern Illinois *TIP* is that all projects in the first year of the *TIP* are considered to be selected; except as modified by Attachment A.

The *TIP* is composed of five annual programs, except as modified by Attachment A. The program is composed of fund sources defined in Attachment A. All fund sources may include "B" projects. Such projects are listed as a courtesy to implementors and are not part of the fiscally constrained *TIP*.

Section 450.324 (d) requires that copies of any new or amended *TIPs* be provided to the FHWA and the FTA.

CMAP staff shall be notified of proposed *TIP* changes and will determine which approvals are necessary.

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CMAP staff may implement minor modifications to these procedures as may be allowed by federal law.

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Public Comment Procedures

Changes which require Policy Committee approval will require a comment period of at least 30 days. TIP amendments requiring only CMAP Transportation Committee approval will be offered for public comment from the posting date of the notification to the date of the meeting. Other changes will be offered for public comment at the discretion of the Transportation Committee.

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Definitions

ADDITION: introducing a new non-grouped project or project group to the *TIP*; a form of *TIP* amendment.

DELETION: completely eliminating a non-grouped project or project group from the *TIP*; a form of *TIP* amendment.

DESIGN CONCEPT: "the type of facility identified by the project, e.g., freeway, expressway, arterial highway, grade separated highway, reserved right-of-way rail transit, mixed traffic rail transit, exclusive busway, etc." (40 CFR 51.392).

DESIGN SCOPE: "the design aspects of a facility which will affect the proposed facility's impact on regional emissions, usually as they relate to vehicle or person carrying capacity and control, e.g., number of lanes or tracks to be constructed or added, length of project, signalization, access control including approximate number and location of interchanges, preferential treatment for high-occupancy vehicles, etc." (*SIP*). Design scope and concept are operationalized by work type codes.

HIGHWAY PROJECT: "an undertaking to implement or modify a highway facility or highway-related program. Such an undertaking consists of all required phases necessary for implementation. For analytical purposes, it must be defined sufficiently to:
"(1) connect logical termini and be of sufficient length to address environmental matters on a broad scope;
"(2) have independent utility or significance, i.e., be usable and be a reasonable expenditure even if no additional transportation improvements in the area are made; and
"(3) not restrict consideration of alternatives for other reasonably foreseeable transportation improvements" (40 CFR 51.392).

Highway projects are defined by the project ID number, work type codes, termini, and

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one or more line items. Design scope and concept are operationalized by work type codes.

LINE ITEM: part of a project's financing; defined by the fund source, phase, federal fiscal year, total cost, and federal share.

REGIONAL PRIORITY: the federal fiscal year in which the project is scheduled to be ready for contract.

REGIONALLY SIGNIFICANT PROJECT: "a transportation project (other than projects that may be grouped in the STIP/TIP pursuant to [23 CFR] Section 450.216 and Section 450.324) that is on a facility which serves regional transportation needs (such as access to and from the area outside of the region, major activity centers in the region; major planned developments such as new retail malls, sports complexes, etc., or transportation terminals as well as most terminals themselves) and would normally be included in the modeling of a metropolitan area's transportation network, including, at a minimum, all principal arterial highways; and all fixed guideway transit facilities that offer an alternative to regional highway travel" (SIP).

SIP: State Implementation Plan.

TIP AMENDMENT: A revision to the TIP that involves a major change to a project included in the TIP, including the addition or deletion of a project or major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope. Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, redemonstration of fiscal constraint, or a conformity determination (23 CFR Part 450.104).

TIP ADMINISTRATIVE MODIFICATION: A minor revision to the TIP that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, redemonstration of fiscal constraint, or a conformity determination (23 CFR Part 450.104).

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TRANSIT PROJECT: "an undertaking to implement or modify a transit facility or transit-related program; purchase transit vehicles or equipment; or provide financial assistance for transit operations. It does not include actions that are solely within the jurisdiction of local transit agencies, such as changes in routes, schedules, or fares. It may consist of several phases. For analytical purposes, it must be defined inclusively enough to:

"(1) connect logical termini and be of sufficient length to address environmental matters on a broad scope;

"(2) have independent utility or independent significance, i.e., be a reasonable expenditure even if no additional transportation improvements in the area are made; and

"(3) not restrict consideration of alternatives for other reasonably foreseeable transportation improvements" (40 CFR 51.392).

Transit projects are defined by the project ID number, work type codes, termini, and one or more line items. Design scope and concept are operationalized by work type codes.

Regulations Referenced:

23 CFR PART 450 AND 49 CFR PART 613: final rule on statewide transportation planning and metropolitan transportation planning.

40 CFR PART 51: final rule on conformity.

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Actions Requiring Policy Committee Approval:

TIP amendments which trigger a conformity analysis including:

(a) work type changes;

(b) major changes in project termini;

(c) changing the implementation year of a regionally significant project so that the project crosses to an earlier conformity analysis year;

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Actions Requiring Transportation Committee Approval:

- (1) major changes in project cost, project/project phase initiation date.
- (2) additions and deletions of projects within project group and addition or deletion of signal interconnects;
- (3) line item additions, changes, and/or deletions, the sum of which will change a project's total cost by the greater of 50 percent or \$50,000,000 (major change);
- (4) any project identified as being of special concern by any member of the Transportation Committee would be so identified in the TIP and require Transportation Committee approval for any change;
- (5) changing the implementation year of a regionally significant project so that the project crosses to a later conformity analysis year;
- (6) additions and deletions of non-regionally significant projects not exempt from conformity analyses, subject to federal concurrence;
- (7) changing the implementation year of a regionally significant project so that the project crosses to an earlier conformity analysis year, but does not trigger a new conformity analysis, subject to federal concurrence.

Actions Requiring Transportation Committee Notification:

- (1) line item additions, changes, and deletions including fund sources not subject to Transportation Committee approval;
- (2) work type changes, additions, and deletions for non-regionally significant projects and signal interconnects;
- (3) changes in project termini for non-regionally significant projects;
- (4) minor changes in project termini for regionally significant projects;
- (5) restoring exempt projects from award file.

Items submitted for Transportation Committee Notification will be distributed to the Committee with items for approval. Approval at a particular level implies approval at all necessary lower levels (i.e., Policy Committee approval implies Transportation Committee approval and, if applicable, Council of Mayors approval).

All Actions Require Notification of CMAP staff.

Project Grouping Procedures:

- (1) Projects will be grouped for any major amendment of exempt projects to the TIP; however, all grouped projects will be brought to the Transportation Committee or Policy Committee for approval following the TIP change procedures above.
- (2) Specific project selections within project groups will not be reported to the federal agencies; implementors will cite the project group in the TIP when seeking federal authorization for an individual project.
- (3) A list will be maintained by CMAP of all projects in grouped categories; this list will be available for public review.
- (4) Project-specific lists may not be available beyond the third year of the TIP.
- (5) Changes in the total amount of money allocated to a group will be reported to federal

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(2) the following types of TIP project changes for regionally significant projects and/or for TIP project changes which trigger a conformity analysis:¶

(a) work type changes except those related to signal interconnects:¶

(b) major changes in project termini:¶

(c) changing the implementation year of a regionally significant project so that the project crosses to an earlier conformity analysis year.¶

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agencies via *TIP* amendments; additions or deletions of projects within the group or movements of projects from one group to another within the fiscal constraint will not be reported to federal agencies.

- (6) The *TIP* will not identify implementors or subregions for grouped projects, except that transit projects will be grouped by implementor. Such information will appear only in the project lists.
- (7) Fiscal constraint will be established in part by comparing (a) the total dollars allocated for grouped projects in the *TIP*; (b) the total cost of all grouped projects listed in the project lists. Fiscal constraint for grouped projects will be done in the context of the fiscal constraint analysis for the entire *TIP*.
- (8) The following groups will be used for projects:
- (a) ADA access improvements – vehicles/facilities;
 - (b) bicycle/pedestrian projects;
 - (c) bridge projects (except transit);
 - (d) exempt paving projects (such as widening and resurfacing, reconstruction, resurfacing, pavement patching, and intermittent resurfacing);
 - (e) intersection improvements;
 - (f) miscellaneous exempt projects;
 - (g) multi-modal transportation centers -- construct, maintain, and rehabilitate;²
 - (h) rail line - maintain, rehabilitate – commuter and rapid transit;³
 - (i) rolling stock -- new vehicles to replace existing vehicles or for minor expansions of the fleet;
 - (j) rolling stock -- rehabilitate vehicles;
 - (k) safety projects;
 - (l) station -- maintain/rehabilitate commuter/rapid transit;⁴
 - (m) transfer facilities -- construct, maintain, and rehabilitate;⁵
 - (n) transit communications/power/signal projects;
 - (o) transit contingency/administration;
 - (p) transit operating;
 - (q) transit storage/maintenance facilities;⁶
 - (r) transit support facilities and equipment -- new/rehabilitate: bus turnaround; revenue collection equipment; shop facilities and equipment; office facilities and equipment; signal preemption for transit; towers and yards;⁷ and all groups will be defined in the *TIP*.

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The *TIP* change procedures specified here were reviewed by the Chicago Metropolitan Agency for Planning (CMAP) Transportation Committee and endorsed by the Metropolitan Planning Organization (MPO) Policy Committee and the CMAP Board at their meetings of January 18, March 13, and March 12, 2008 respectively. Attachment A is subject only to Transportation

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² Parking spaces are considered an integral component of "bus terminals and transfer points," which are specified as exempt from regional emissions analyses in Table 3 of 40 CFR 51. Therefore, such parking spaces may be included in this group.

³ Grouped projects may not have any change in customer service expected from the maintenance or rehabilitation.

⁴ Parking spaces are considered an integral component of "reconstruction or renovation of transit buildings and structures (e.g., rail or bus buildings, stations, terminals, and ancillary structures)," which are specified as exempt from regional emissions analyses in Table 2 of 40 CFR 51. Therefore, such parking spaces may be included in this group.

⁵ Parking spaces are considered an integral component of "bus terminals and transfer points," which are specified as exempt from regional emissions analyses in Table 3 of 40 CFR 51. Therefore, such parking spaces may be included in this group.

⁶ New construction projects may be grouped only if the projects meet the requirements for categorical exclusion under 23 CFR 771.117(d).

⁷ New rail yard projects may be grouped only if the projects meet the requirements for categorical exclusion under 23 CFR 771.117(d).

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Committee approval. They constitute the framework within which changes to the northeastern Illinois *TIP* are made.

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